

**TRAVEL INFORMATION & POLICY**

Subject: Travel/Relocation Programs – Travel and Relocation Policy and Reimbursement for Employees in Bargaining Unit 2, 7, 9, and Excluded Employees	Number:
	TIP 16-06
	Date Issued: November 4, 2016
References: Department of Human Resources (CalHR) PML 2016-010	Expires: Until Rescinded

Purpose: CalHR established state business, travel and relocation policies and expense reimbursement rates for employees represented by Bargaining Units (BU) 2, 7, 9 and Excluded Employees.

For those Bargaining Units with an existing Memoranda of Understanding (MOU), if the MOU contains state business, travel and relocation language that is in conflict with this PML, the MOU language shall be controlling.

50 Mile Distance Policy: In accordance with CalHR policy, reimbursement shall be for actual, necessary, and appropriate travel expenses incurred fifty (50) miles or more from home and headquarters.

Out-of-State Policy: **Out of State Lodging Requirement for Bargaining Unit 2, 7, and Excluded Employees:**

Reimbursement will be for actual meal and incidental expenses in accordance with the in-state meal and incidental rates. If lodging costs exceed ninety dollars (\$90) per night, employees must first obtain and submit three lodging quotes to their supervisor for approval in an effort to obtain lodging at reasonable, moderately priced lodging establishments. Employees may choose any of the three establishments; however, reimbursement will be limited to the lowest of the three quotes. The three quotes must be submitted with the Travel Expense Claim. Failure to furnish quotes with the Travel Expense Claim will limit reimbursement to the actual receipt amount up to a maximum of \$90.

Moving and Relocation Policy: **New Hire Lodging and Meal Reimbursement for Excluded Employees:**

New hires may be granted a maximum of 30 days of temporary lodging and meals at the new headquarters location, limited to the conditions, maximums and receipt requirements set forth in the Travel Guide (<http://www.dot.ca.gov/hq/asc/travel/>). Up to 14 of the 30 days may be used for pre-move house hunting at the new headquarters location, reimbursable after the report date. Reimbursement for up to \$200 of receipted expenses is

allowed for installation, connection, or assembly of appliances, antennas or utilities that are related to the establishment of the new household. Deposits are not reimbursable.

**Private
Aircraft
Mileage:**

Private Aircraft Mileage Reimbursement Increase for Bargaining Units 2, 7, 9, and Excluded Employees:

When an employee is authorized by his/her department, reimbursement for the use of privately owned aircraft on state business shall be, effective July 1, 2016, made at the rate of \$1.29 per statute mile. Pilot qualifications and insurance requirements will be maintained in accordance with CalHR regulations 599.628.1 (Excluded Employees) and 599.628 (Represented Employees) as well as applicable policy and procedures published by the [Department of General Services' Office of Risk and Insurance Management](#).

**Effective July
1, 2016:**

Short-Term Lodging Rate Reimbursement Increases for Excluded Employees:

Marin County: Actual lodging expense, supported by a receipt, up to \$110 per night, plus tax.

Alameda, San Mateo, and Santa Clara Counties: Actual lodging expense, supported by a receipt, up to \$140 per night, plus tax.

San Francisco County: Actual lodging expense, supported by a receipt, up to \$250 per night, plus tax.

**Effective July
2, 2016:**

Short-Term Lodging Rate Reimbursement Increases for Bargaining Unit 7 Employees:

Marin County: Actual lodging expense, supported by a receipt, up to \$110 per night, plus tax.

Alameda, San Mateo, and Santa Clara Counties: Actual lodging expense, supported by a receipt, up to \$140 per night, plus tax.

San Francisco County: Actual lodging expense, supported by a receipt, up to \$250 per night, plus tax.

**Effective
September
13, 2016:**

Short-Term Lodging Rate Reimbursement Increase for Bargaining Unit 2 Employees:

San Francisco County: Actual lodging expense, supported by a receipt, up to \$250 per night, plus tax.

Short-Term Lodging Rate Reimbursement Increases for Bargaining Unit 9 Employees:

Marin County: Actual lodging expense, supported by a receipt, up to \$110 per night, plus tax.

San Francisco County: Actual lodging expense, supported by a receipt, up to \$250 per night, plus tax.

If you have questions about this TIP, please contact Cassie Baba at (916) 227-8652 or the Travel Information Line at (916) 227-9061.

To view the Department's travel policies, please visit the [Caltrans Travel Guide](#).

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Cassie.Baba@dot.ca.gov. TTY users may also call (800) 735-2922.